RECORDS REQUEST FOR APPROVAL OF RETENTION SCHEDULE

STD. 72 (REV. 3-84)

Submit three copies with three copies of the Records Retention Schedule, STD. 73.

400 P Legal 160 DIVISION, BUREAU OR OTHER Health Services DEPARTMENT, BOARD OR COMMISSION SCHEDULE NUMBER ADDRESS Services Street, 4th ŀ Toxic Floor, Substances Sacramento, GE NUMBER(S) Control CA 95814 GS# 82000 March Division SCHEDULE DATE 8 1988

TO: (1) DEPARTMENT OF GENERAL SERVICES OFFICE OF RECORDS MANAGEMENT \mathfrak{D}

CHIEF, STATE ARCHIVES 1020 O Street, Room 130

> IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or information from the EXISTING schedule: NUMBER(S) deletion of pages), enter the following SCHEDULE DATE

SCHEDULE NUMBER APPROVAL NUMBER APPROVALDATE

AGENCY STATEMENTS

Sacramento, CA 95814 445-4293 or ATSS 485-4293

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

SIGNATURE General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administration Manual. In accordance with Government Code 14755, approval of the attached Records Retention Schedule by William F. PERSON DISECTLY RES 8 1 8 Assistant Chief Counsel March the Department of 30, 1988

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Servition 1614)	Contains no material subject to further review by the California State Archives.	THE ATTACHED RECORDS RETENTION SCHEDULE:	PART III—ARCHIVAL SELECTION (Per Government Code Section 14755)	TITLE AMA	SIGNATURE APP	The Department of General Services has no jurisdiction over entries made in Column 14 of STDSSEM. Columns 1–13 and 15 only.	PART II-DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)	Chief, Records Mgt. & Administrative Support Sect.	SIGNATURE—RECORDS MANAGEMENT COORDINATOR WILLIAM OF MANAGEMENT COORDINATOR	
	000 000	RECORD RE		6-9-88	APPROVAL NUMBER 88-321	made in Column 14 of STDs: Tarm X4M	ment Code Section 14755)	6-7-88		
ce Since 1950	WHEN THE TOPA TON	EXMSTY A				Out albeigation		TELEPHONE 2-6587		

DATE

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1988

TOXIC SUBSTANCES CONTROL DIVISION

sensitive protests. hearings before regulations the Department. administrative The Control Division in the Office issues They of Legal Services represents the Toxic Substances d Q enforcement actions and litigation on behalf boards and commissions, including contract also The attorneys also appear at administrative and variety draft prepare review, preparation and negotiation of of enforcement issues. and legal opinions review legislation and proposed on complex Of.

STD. 73 (REV. 5-85)

See instructions on reverse and in SAM 1600

DEPÁRTMENT (1) SCHEDULE NUMBER (2) DATE (3) Health Services GS# 82000 160 March 8, 1988 ORGANIZATIONAL UNIT PAGE PAGES Legal Services-Toxic Substances Control Div. 1 8 ADDRESS (number, DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 400 P Street, 4th Floor, Sacramento

ITEM	CUBIC	CALIFORNIA			i	RETENTION		PRA			
NUMBER (Triple	FEET	STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items)	Media	Vital					(Exempt)	REMARKS
betwee (6)	n items) (7)	(8)	(9)		(11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	IPA (16)	(17)
			ADMINISTRATIVE RECORDS Activity Reports		,						Retention criteria for all records listed is the decision of the Asst. Chief Counsel, unless otherwise noted.
1.	• 5 (sale	V Noong Andohu	Annual	P		2			2	T III TOLLE COOPER	
2.			Monthly	P		2			2	The state of the s	
3.			Weekly	Р		2			2		
4.	tiold	/Notify Arctive	Conferences, Committees and Meetings. (Includes agendas and minutes.)	P		2	3.00	To the state of th	2		
			Equipment and Supplies								
5.	.5		Purchase Requests	P	A	ctive +1	***************************************	A	ctive +1		Becomes inactive after requests are received.
6.	\		Service Orders	P	A	ctive +1	The state of the s	A	ctive +1		Becomes inactive after requests are received.

STD. 73 (REV. 5-65)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)
Fleatth Services GS# 82000

ORGANIZATIONAL UNIT
Legal Services—Toxic Substances Control Div.

ADDRESS (Number, 1994)

ADDRESS (Number, 1994)

OP Street, 4th Floor, Sacramento

SCHEDULE NUMBER (2)

DATE (3)

March 8, 1988

PAGE
OF PAGES (4)

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

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ITEM NUMBER		CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	Media	Vital		RETEN		:	PRA (Exempt) &	REMARKS
betwee	rspace n items) (7)	USE ONLY (8)	(Triple-space between items) (9)) (11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	1PA (16)	(17)
(6)	(/)	(0)	Financial	(1.5)	,,,,		(,,,,	1			
7.	1.0		Audits	Р		2		2 :	4		
8.			BCPs (Budget Change Proposals)	P		2		2	4		:
9.			Budgets	P		2		2	4		,
10.	\		Contracts (copies) (Original contracts maintained in Office of Procurements and Contracts General Correspondence	P	A	ctive +2	-	A	ctive +2		Becomes inactive when contract terminates.
11.	1.5		Board of Control Claims	P	A	ctive +2	13		+15	XI	PRA 6254; IPA 1798.40. H&S Code §25361 requires cost recovery for site cleanup. Estimated time for this is 10 years based upon our current experience. Added to this is the 5 year Statute of Limitations to bring action to trial (Code of Civil Procedures 583.310). Becomes inactive after cases are closed.

STD. 73 (REV. 5-85)

See instructions on reverse and in SAM 1600

DATE (3) SCHEDULE NUMBER (2) DEPARTMENT (1) March 8, 1988 GS# 82000 160 Health Services PAGES (4) OF ORGANIZATIONAL UNIT PAGE 3 8 Legal Services-Toxic Substances Control Div. DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (8) ADDRESS (number, 400 P Street 4th Floor

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(6)	(7)	(8)	(9)		•	. (12)	(13)	(1-1	(1.5)	(10)	
12.	.125		eneral Correspondence (Con	P		Perm			Perm	х	Retain for Law Library Research. Opinions could be used for future litigation. PRA 6254, IPA 1798.40.
13.	.5%	old/Notity Aco	Litigation Report	P		2			2	and the state of t	
14.	2.0	told/Nogly An	Misc. General Corres. Subject Files (Includes public records requests, decision memos, etc.)	P		2		3	5	A CONTRACTOR OF THE PROPERTY O	
15.	3.5	epad Veiriev Aeder	Toxic Wastes General Subject Files (Includes Permitting, Site Cleanup, Superfund, etc.)	P	A STATE OF THE STA	2	references	3	5	Advisory (Control of the Control of	
16.	1.5		Chrons	P	1. The second se	· 2	And the state of t	Table Committee of the	2		

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STD. 73 (REV. 5-85)

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DEPARTMENT (1)
Health Services GS# 82000
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ADDRESS (Number, Street, City)

ADDRESS (Number, Street, City)

OP Street, 4th Floor, Sacramento

SCHEDULE NUMBER (2)

DATE (3)

March 8, 1988

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OF PAGES (4)

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

	-	and in SAM	400 P Street,	4	-h	Floor	, Sac	rameņ	to		NUMBER (5)
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17.	.125		Legislation and I Regulations			2		; ; ;; ;;	2	- X	PRA 6254(L)
			Organization			;		 			
18.	.125	alay mossign for con	Charts Charts	P	A	ctive		Ä	ctive		Becomes inactive when superseded.
19.	rso	W Noting Ambir	Delegation Orders	P	A	ctive		A	ctive	٠	Becomes inactive when superseded.
		:	Personnel			-					
20.	.5		Affirmative Action Plans	Р	A	ctive		Ą	ctive		Becomes inactive when superseded.
21.	,		Duty Statements	Р	Ā	ctivė		A	ctive		Becomes inactive when superseded.
22.			Employee Records (includes Probs.)	P	A	ctive	1	A	ctive	XI	Becomes inactive when employee transfers or terminates. PRA 6254; IPA 1798.40.
23.			Interview Documents (includes score sheets, applications)	Р		2		1	2	X	Govt. Code 12946 for applications; PRA 6254; IPA 1798.40.

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DEPARTMENT (1)

Health Services GS# 82000 160 March 8, 1988

ORGANIZATIONAL UNIT

Legal Services—Toxic Substances Control Div. 5

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DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (8)

See instructions on reverse and in SAM 1600

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	-		<u>Personnel</u> (Con		F				12 7		VT	DDA 6254 • TDA
24.		,	Time Sheets		P		ctive +2		13 F	ctive +15	XI	PRA 6254; IPA 1798.40. Health & Safety Code § 25361 requires cost recovery for site cleanup. Estimated time for this is 10 years based upon our current experience. Added to this is the 5 year Statute of Limitations to bring action to trial. (Code of Civil Procedures 583.310.) Becomes inactive after cases are closed.
25.			Training	l	Р		2	444 (444)		2	XI	PRA 6254; IPA 1798.40.
26.	.5		Travel Claims		P ₄	2	ctive +2		13	+15	XI	PRA 6254; IPA 1798.40. Health & Safety Code § 25361 requires cost recovery for site cleanup. Estimated time for this is 10 years based upon our

STD. 73 (REV. 5-85)

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DEPARTMENT (1)
Health Services GS# 82000

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March 8, 1988

ORGANIZATIONAL UNIT

Legal Services-Toxic Substances Control Div. 6

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1			400 P Street	, 4	CII	TIOUI	, sac	Lamer	100		
ITEM NUMBER		CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	Media	Vital		RETEN	ITION		PRA (Exempt)	REMARKS
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(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
			Travel Claims (Cont'd)			:					current experience. Added to this is the 5 year Statute of Limitations to bring action to trial (Code of Civil Procedures 583.310). Becomes inactive after cases are closed.
27.			Policy and Procedure Manual	P	•	Activ	re	7	ctive		Becomes inactive when superseded.
28,	1.0		Remedial Action Orders (Final notices sent to responsible parties under Superfund law, H&S § 25356, to clean up their sites.)			Activ	e	15 7	ctive		Health & Safety Code §25361 requires cost recovery for site cleanup. Estimated time for this is 10 years based upon our current experience. Added to this is the 5 year Statute of Limitations to bring action to trial. (Code of Civil Procedure 583.310.) Becomes inactive after cases are closed.

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DEPARTMENT (1)
Health Services GS# 82000 160 March 8, 1988

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Legal Services—Toxic Substances Control Div. 7 8

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DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

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(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(10)		
29.	1.0		Records Management Annual Reports (IPA and Records Holding)	P		2			2		·	
30.			Quarterly Records Destruction	P		2	The second secon		2			
31.			Records Retention	P	<i>A</i>	ctive		A	ctive	Antonia de la materia de la ma	Becomes inactive when superseded or 5 years whichever comes first.	
32.			Transfer Lists	P	7	ctive	With the second	A	ctive		Becomes inactive when records are destroyed. Transfer list is then attached to the appropriate records destruction memo in Item #30.	
				THE RESERVE THE PROPERTY OF TH	THE THE PARTY OF T	The state of the s						i : :

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See instructions on reverse

Health Services GS# 82000	SCHEDULE NUMBER (2) 160	March 8,	1988
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-	and in SAM 1600 400 P Stree					4th Floor, Sacramento						
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(6)	(7)			_	(11)	(12)	(13)				?	
	15	(8)	Inactive case files to be sent to long term storage. (Other site specific files are to be maintained in Central Files of the Toxics Division and included on their Records Retention Schedule.)	(10) P	(11)	,	(13)	15	15	X/XA	PRA 6254, IPA 1798.40, PRA 6254.7 Health and Safety Code 25361 requires cost recovery for site cleanup. Estimated time for this is 10 years based upon our current experience. Added to this is the 5 year Statute of Limitations to bring action to trial (Code of Civil Procedures 583.310).	